

Cemetery Trustee Meeting

July 29, 2020

The Cemetery Trustee meeting opened at 2:30 pm in the Auditorium at City Hall.

Present: Kristia Davis, Edward Bryant, Albert Morrisette, and Shelli Fortin (bookkeeper)

Absent: Alison Findsen

1. Weekend Burials

Ed Bryant asked about the \$75 fee for weekend burials, and if this covers the wages for public works. Shelli will check with payroll to see what the average pay is for a weekend burial and will bring it to the next meeting. If the charge is not covering the city's expense, the trustees will consider raising the amount so that it does.

2. Available Plots

Shelli Fortin advised that there are only a few plots still available in the Russian Cemetery. There is area to be developed in the Beth Israel Cemetery, although a road will need to be installed to separate the burial ground for gentiles per the regulations for a Jewish Cemetery. It was decided that rather than incur the cost of putting in a roadway, we would begin selling lots in the Hillside Cemetery when the Russian Cemetery is full. Ed Bryant took a copy of the map and will get together with Mike Ross to be sure pins are in place to begin burials there. It was decided that numbering will be done similar to the other cemeteries by range and lot. Any cremains lots sold will need to be advised that only grass markers will be allowed in this section. Cost of cremains lots were set in the City Council Resolution from 2003 at \$400.

3. Complaints in New City Cemetery

Two more complaints were received about New City Cemetery. One from Ellen King about the mowing and the headstones falling over. Another from Arthur Perry about his father's stone getting damaged by the mower and the mowing at the cemetery. Ed Bryant stated that they have been doing an awful job this year with mowing and that recently he had to speak with one of the workers who was leaving ruts in the lawn turning around on the mower. Mr. Bryant also stated that they have not been trimming the sides of the cemetery, which is beginning to grow in with small tree shoots. Shelli Fortin will advise Public Works of the complaints. For the complaint of damage to the Perry stone, a work order was submitted asking that the stone be set lower into the ground to avoid hitting it in the future, and that some seed be planted on the grave, as there is no grass growing there. To address the complaint of the headstones falling over, Ed Bryant and Shelli Fortin took a trip to the cemetery and met with two public works employees. It was decided that the stones could be moved, the area filled around the vaults, the stones reset, and then reseeded. We will start with six graves at a time in the worst section. A work order was submitted to public works. Money to cover this expense will need to be included in the City budget next year, as there are limited funds available in the trust fund.

4. Cemetery Signs

Albert Morrisette pointed out that the cemeteries have no signs. Shelli Fortin will look into options and prices for providing these.

5. Agreement with Parish for Perpetual Care

Kris Davis asked if the agreement with the church for perpetual care of the 36 graves in St. Anne's cemetery could be terminated at some point, as the City has been paying for many years for this. Upon reviewing the agreement, termination is allowed if notice is given before April 1. Shelli Fortin will discuss this issue with the City Manager to see if this could be done. The trustees feel that the City has more than paid for the perpetual care for these lots.

6. Financial Update

Al Morrisette advised money was moved to the NHPDIP last year in order to take advantage of a better interest rate. Unfortunately, due to COVID, interest rates are not at what they were. The balance sheet compared to last year shows the total liabilities and equity down from \$378,479.69 to \$375,215.38, a decrease of -0.9%. Total accounts payable was \$4,483.27. The Report of Trust and Capital Reserve Funds was signed by members present.

7. Monument Sizes

Per Berlin City Cemetery Rules and Regulations, the maximum size of a memorial is governed by the size of the lot on which it is to be placed, and is to be determined by the Cemetery Trustees.

On a motion by Ed Bryant, seconded by Kris Davis, the Trustees voted unanimously to limit the size of a monument on a single grave to 18" high and 24" wide.

8. Appointment of Cemetery Trustee

Al Morrisette advised he would be interested in serving as a Trustee if he was allowed to, since he is already serving as the financial consultant. Shelli Fortin will look into the rules to be sure there is no conflict of interest.

7. Next Meeting

No date was set for the next meeting, it will be held when needed.

There being no further business before the Cemetery Trustees at this time, the meeting was adjourned at approximately 3:56 pm.

Respectfully submitted,

Shelli Fortin, Bookkeeper